AGENDA
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
THURSDAY, FEBRUARY 9, 2017

CENTRAL LIBRARY
Board Room, 4th Floor
630 W. 5th Street
Los Angeles, CA 90071

TIME: 11:00 A.M.

Agenda: In compliance with Government Code Section 54957.5, you may view the agenda and all available documents related to the items at the Central Library’s Information Desk or via the Internet at: http://www.lapl.org/about-lapl/board-library-commissioners. Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk and provided at the Board Meeting.

1. Roll Call

2. Approval of Minutes: Regular Meeting – January 12, 2017

3. Public Comments (Matters within the Board’s Jurisdiction)
   (In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

4. City Librarian’s Comments and Announcements

5. City Librarian’s Reports

   Consent Calendar

   Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.)

   a. Recommendation to accept California Library Literacy Services Grant of $154,675 for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2016/17 (EXHIBIT “A”)

   b. Recommendation to re-appropriate $2,920,000 from the Library’s Unreserved and Undesignated Fund Balance (UUFB), Account 2539 to various accounts within Fund 300, Department 44, Fiscal Year 2016-17 Library Budget (EXHIBIT “B”)
c. Oral Presentation: The Rolland Curtis Photo Archive - images of Los Angeles' African American Community.

6. Various Communications: None

7. Commissioners' Comments, Announcements and Review of Matters Pending

8. Adjournment

NEXT BOARD MEETING NOTICE

The next Regular Meeting of the Board is scheduled for Thursday, February 23, 2017 at the Central Library, 630 W. 5th Street, Los Angeles, CA 90071, convening at 11:00 A.M

*****

Finalization of Board Actions - Charter Section 245: In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

Parking: Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at lapl.org

Title II of the American with Disabilities Act: The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For additional information, please contact the Board Office at (213) 228-7530.

Rules of Decorum: Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.

Posted 2/6/17

For more information, contact: Library Commission Office (213) 228-7530
LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT  

February 9, 2017

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: ACCEPTANCE OF CALIFORNIA LIBRARY LITERACY SERVICES GRANT OF $154,675 FOR THE LOS ANGELES PUBLIC LIBRARY’S ADULT LITERACY SERVICES FOR FISCAL YEAR 2016/17

RECOMMENDATION:

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) grant of $154,675 for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2016/17; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 330.

FINDINGS:

1. On December 5, 2016, the California State Library announced that the Los Angeles Public Library (LAPL) Adult Literacy Services program final payment of the total grant allocation for the 2016/17 fiscal year is $154,675. On August, 11, 2016, the Board accepted the initial baseline CLLS grant amount of $18,000. Thus, the total grant amount is $172,675. LAPL and the Library Foundation of Los Angeles provide matching funds to make us eligible for this grant.

2. These funds must be accepted by the Board of Library Commissioners to activate this award.

3. Grant funds will be used to purchase print and web-based curriculum, print and audiovisual material for 21 literacy centers, hardware to enable small-group and one-on-one instruction for adult learners, and operational costs including design and production of newsletters and promotional collateral, professional development for contract employees, and organizational dues and memberships.

Prepared by: Kelly Tyler, Senior Librarian, Office of Education & Literacy
Reviewed by: Eva Mitnick, Director Engagement & Learning Division
LIBRARY RESOLUTION NO. 2017-X (C-X)

WHEREAS, On December 5, 2016, the California State Library announced that the Los Angeles Public Library Adult Literacy Services (CLLS) Program’s final payment of the total grant allocation for Fiscal Year 2016/17 is $154,675; and

WHEREAS, The Los Angeles Public Library and the Library Foundation of Los Angeles provide matching funds to become eligible for the grant; and

WHEREAS, The funds must be accepted by the Board of Library Commissioners to activate this award:

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) grant of $154,675 for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2016/2017; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account No. 330.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT:
EXHIBIT B

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

February 9, 2017

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: APPROVAL TO RE-APPROPRIATE $2,920,000 FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFB) FOR THE FISCAL YEAR 2016-17 BUDGET

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners:

1. Approve the re-appropriation of $2,920,000 from the Library’s Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Account 2539, to the accounts listed below in Fund 300, Department 44:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fund 300; UUFB, Account 2539</td>
<td>$ 2,920,000</td>
</tr>
<tr>
<td>To: 3040 – Contractual Services</td>
<td>950,000</td>
</tr>
<tr>
<td>6010 – Office and Administrative</td>
<td>1,209,117</td>
</tr>
<tr>
<td>7300 – Furniture, Office and Tech Equipment</td>
<td>760,883</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$ 2,920,000</td>
</tr>
</tbody>
</table>

2. Adopt the attached Resolution regarding the re-appropriation in the amount of $2,920,000 from the UUFB.

B. FINDINGS:

1. There is approximately $2 million encumbered from prior fiscal years for purchase orders and contracts where expenditures were less than anticipated.

2. There is approximately $1 million in the UUFB which is due to prior year position vacancies and projects that were delayed by other City departments.
3. For Fiscal Year 2016-17, funds in the amount of $1,970,000 are requested to implement network security, software and client IT support and maintenance, and IT virtualization projects earlier than previously planned.

4. For Fiscal Year 2016-17, funds in the amount of $950,000 are requested to conduct a facility master plan and increase funds for facility alterations and improvements.

Prepared by: Robert Morales, Senior Management Analyst II

Reviewed by: Madeleine M. Rackley, Business Manager
LIBRARY RESOLUTION NO. 2017-XX (C-XX)

WHEREAS, Funds in the amount of $2,000,000 are encumbered from prior fiscal years for purchase orders and contracts where expenditures were less than anticipated and funds in the amount of $1,000,000 are available in the Unreserved and Undesignated Fund Balance (UUFB) from prior fiscal years due to position vacancies and projects that were delayed by other City departments; and

WHEREAS, Staff requested the re-appropriation of $2,920,000 from the UUFB to various accounts within the Library's Fiscal Year 2016-17 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves a re-appropriation of $2,920,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539, to the accounts listed below in Fund 300, Department 44:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fund 300; UUFB, Account 2539</td>
<td>$ 2,920,000</td>
</tr>
<tr>
<td>To: 3040 – Contractual Services</td>
<td>950,000</td>
</tr>
<tr>
<td>6010 – Office and Administrative</td>
<td>1,209,117</td>
</tr>
<tr>
<td>7300 – Furniture, Office and Tech Equipment</td>
<td>760,883</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$ 2,920,000</td>
</tr>
</tbody>
</table>

This is a true copy:

Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:
MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS

February 9, 2017

SUBJECT

There are no pending items.

SCHEDULED FOR
BOARD MEETING

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles Board
Mai Lassiter, Board Member
Kathryn Eidmann, Board Member

Media Marketing Ad Hoc Committee
Bich Ngoc Cao, President
Mai Lassiter, Board Member

Board Policies & Procedures Committee
Chair: Vacant
Member: Vacant